

CITY OF HAYWARD

FACILITIES & BUILDING MANAGER

DEFINITION

To plan, direct, and coordinate projects related to the renovation, maintenance, occupancy, and improvement of City buildings, and related equipment and facilities; prepare and negotiate leases of surplus City property, oversee management of Centennial hall, maintain City phone system, and provide for contract janitorial and security services.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Finance Director.

Responsibilities include direct supervision of skilled craft workers, paraprofessional and clerical personnel, and contract janitorial and security staff.

ESSENTIAL DUTIES

1. Develops and implements goals, objectives, policies, and priorities.
2. Prepares and administers division operating and capital improvement budget.
3. Coordinates improvements, renovations, and repairs to City buildings and facilities with other operating divisions.
4. Plans, organizes, and directs the work of skilled craft workers involved in the installation, repair, and maintenance of air conditioning and heating systems, and carpentry and painting projects.
5. Selects, trains, supervises, and evaluates personnel.
6. Oversees City utilities administration and energy management.
7. Administers City utility and communications services including telecommunications purchases, contract management, and voice mail training.
8. Administers contracts for janitorial, security, and other building and facilities services.
9. Oversees management of Centennial Hall.

ESSENTIAL DUTIES (continued)

10. Prepares equipment and contractor specifications.
11. Coordinates the reorganization of City departmental floor plans.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Building maintenance procedures and practices.
- B. Principles of organizational theory, budget and personnel management.
- C. Principles and practices related to managing public assembly facilities.
- D. Legal and safety requirements for buildings used for large public assemblies.
- E. Occupational hazards and standard safety precautions of building trades.

Ability to:

- F. Select, direct, supervise, and evaluate subordinate personnel.
- G. Establish and maintain effective relationships with representatives from others agencies, outside contractors, the public, and other City departments.
- H. Develop and maintain record systems.
- I. Communicate clearly and concisely, orally and in writing.

EXPERIENCE

Any experience that could likely provide the required knowledge and abilities would be qualifying.
A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of combined experience in general building management and skilled building maintenance, construction, and repair work.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or related field.

PROBATIONARY PERIOD: One Year

760CS96

August, 1996

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt